

~~SECRET~~

*Draft*

#### SUMMARY OF CHANGES IN DIA IR FLOW

1. All DIA Information Reports with photographic enclosures are received in the Photo Section and held on a panel for one week. During this week all Agency Analysts - including ISG are given the opportunity to review and select any photos of interest.
2. At the conclusion of this week all DIA IR's are sent to the ISG Area Division concerned for their review of requesters, ~~and other possible interest.~~ *selections* If upon review, the ISG analyst desires to receive a copy of the photo enclosures, Photo Section will obtain them from DIA, if requested. The ISG analyst will pass the IR and enclosures to the ~~first~~ *indicated on the document* requester. In the event no request has been made for the particular IR, ISG may process any photos it desires to accession immediately. If ISG has no interest the IR and enclosure should be destroyed.
3. In order to reduce the time required to produce an index record of those photos accessioned it is suggested that the ~~Index~~ record be prepared at the time the photo action slip and the caption report are prepared in the area division.

DIA review(s) completed.

This would reduce the time lag between decision to accession and generation of an index record by approximately 2 weeks over the present system.

4. Recently the Photo Section discontinued placing DIA photos on the CIA panel - the philosophy which underlies this is based on the fact that all such photos have been available to analysts for one week on the DIA Panel, thus it is purely a duplicative action to place the same photos on the CIA Panel for a week. This modification makes these photos available to the ISG area analyst for indexing and incorporation in the Master File one week earlier than previously.

DIA Information Report Summary

1. If an information report on the DIA panel is requested at the time it is on the panel, the report and all enclosures are supplied.
2. If reference to an information report is obtained from the ISG/ Library/ or the document library only those photo enclosures specifically requested are ordered from DIA.
3. The Photo Section has been established as the central point in CIA for requesting photo enclosures to DIA Information Reports. The Section has a supply of the necessary DIA forms and has been assigned a block of DIA request control numbers.

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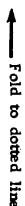
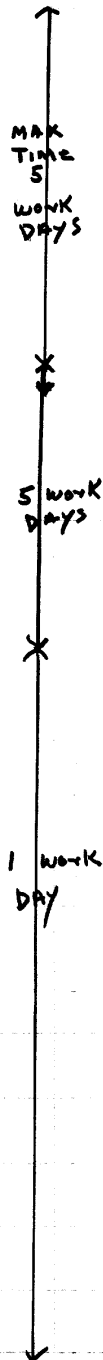
Approved For Release 2003/12/19 : CIA-RDP78-04546A000800060008-2

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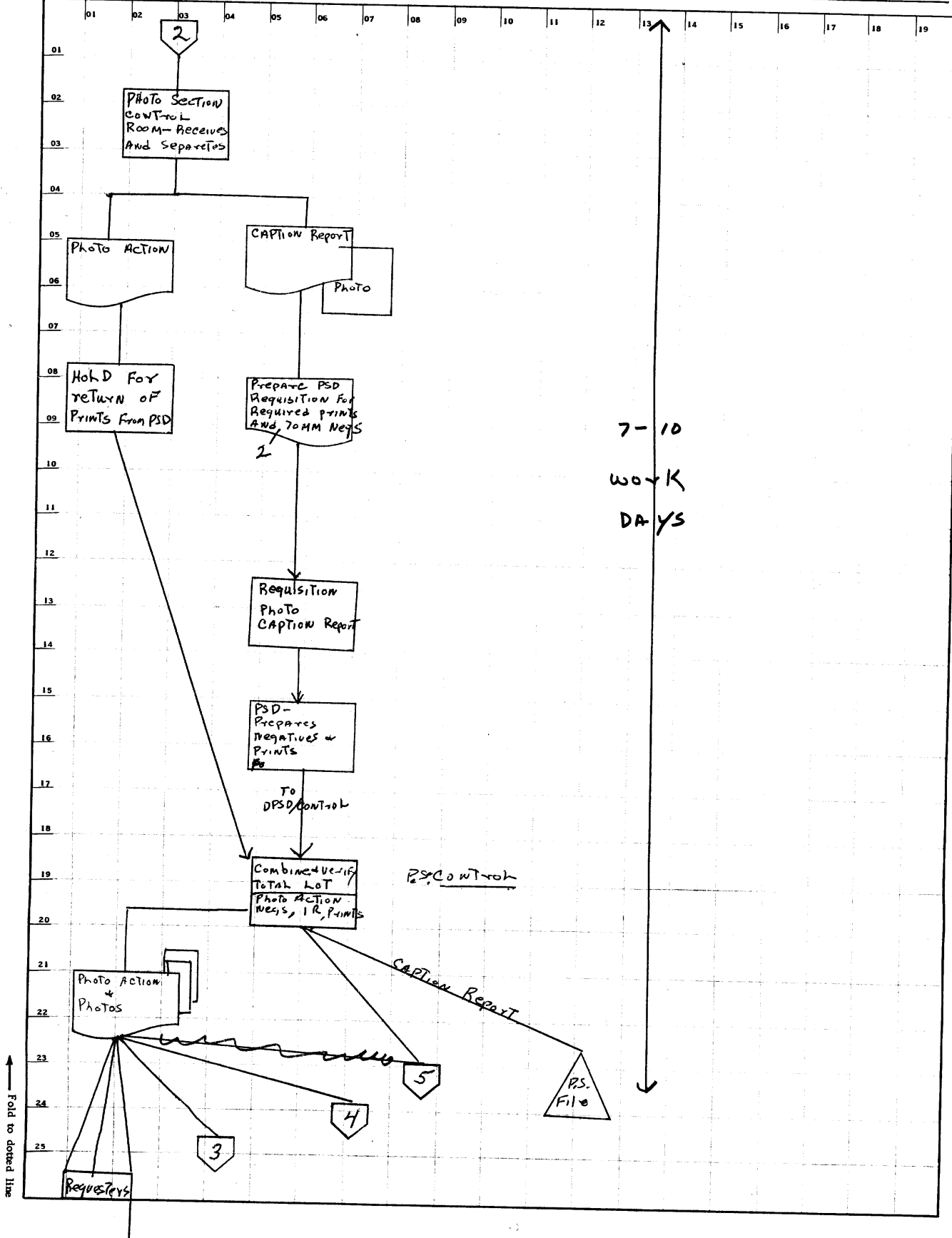
TYPICAL ISG AREA DIVISION



## DIAGRAMMING AND CHARTING WORKSHEET

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